

Republic of the Philippines
PROCUREMENT SERVICE
Request for Publication of Vacant Positions

Date of Publication

Electronic copy to be submitted to the CSC FO must
be in MS Excel format

MANUEL DV. CASTILLO JR.
Chairman, Procurement Service

28 MAY 2025
CSC – FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROCUREMENT SERVICE in the CSC website:

ABIGAIL ANN O. ALICDAN-ESPERE

HRMO

Date: May 28, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Information Technology Officer II	N/A	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	None required	N/A	Information Security Division, PhilGEPS Office, PS-DBM, New Manila, Quezon City
2	Computer Programmer III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office. PS- DBM, New Manila, Quezon City
3	Computer Programmer III	N/A	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	None required	N/A	E-Government Procurement Development Division, PhilGEPS Office. PS- DBM, New Manila, Quezon City

4	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Pre-procurement and Planning Division, PS-DBM, Paco, Manila
5	Procurement Management Officer III	N/A	16	43,560.00	Bachelor's degree	4 hours of training	1 year experience	None required	N/A	Industry Development and Management Division - Machinery and Equipment, PS-DBM, Paco, Manila
6	Legal Assistant II	N/A	12	32,245.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	None required	N/A	Legal Division B, PS-DBM, Paco, Manila
7	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Industry Development and Management Division - Machinery and Equipment, PS-DBM, Paco, Manila
8	Procurement Management Officer I	N/A	11	30,024.00	Bachelor's degree	None required	None required	None required	N/A	Industry Development and Management Division - ICT and Emerging Technology - Office Supplies, PS-DBM, Paco, Manila
9	Legal Assistant I	N/A	10	25,586.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	None required	N/A	Legal Division A, PS-DBM, Paco, Manila

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 15, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Additional Information/Instruction:

- This Office highly encourages all interested and qualified applicants including persons with disabilities, members of Indigeneous Communities, and those with diverse Sexual Orientation and Gender Identities and Expressions (SOGIE) to apply for the above vacant positions.

-Vacant position No. 4 is anticipated vacancy

- For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GENMARIES S. ENTREDICHO-CAONG

Executive Director V

RR Road, Cristobal St., Paco, Manila

<https://forms.gle/2BK6vVBgUyiqZ45QA>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.